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MEMORANDUM

TO: Financial Security Agency Coordinators

FROM: OA/ITSD SAM II Financial Security Administrator

DATE: August 14, 2007

RE: One Agency Spending from Another Agency's Appropriation

For clarification and audit purposes regarding the expiration of inter-agency spending agreements, the original text of a memo posted on July 2, 2003 titled 'One Agency Spending from Another Agency's Appropriation' is being changed to the following:

When an agency is spending from another agency's appropriation, the two agencies must develop a written agreement between the agencies that includes, at a minimum, the transactions that are covered in the agreement, the purpose for the agreement, the start date and projected end date (**if one does not exist please state 'until cancelled by either agency'**) of the agreement, and what the document processing responsibilities are for each agency. Both agencies must sign the agreement. The signature must be that of the agency's director or fiscal officer. Security Request forms must be completed for each staff member that needs security access for this purpose. Completed forms and a copy of the signed agreement should be sent as a packet to OA/Information Technology Services Division, Attn: Tammy Templeton for processing.

A reminder email will be sent to both agencies 30 days prior to the projected end date, if applicable. It is up to the receiving agency to send over security request forms removing or extending the granting agencies access from their users' security. If extending the access, a new agreement must be developed between the two agencies and must accompany the new form. Forms should be sent before the projected end date, with the effective date entered in the Comments section of the form. If the projected end date has been reached and a request to remove or extend the access has not been received, the access will automatically be removed by OA/ITSD.